

ACTION MINUTES
LYNNWOOD TOURISM ADVISORY COMMITTEE
Development and Business Services Conference Room
June 9, 2016
7:45 AM

10. Call to Order

Chairperson Sessions called the meeting to order at 7:45 AM.

20. Roll Call

Committee Members present:

Chairperson Shannon Sessions
Committee Member Grant Dull
Committee Member Nancy Finch
Committee Member Amy Spain
Committee Member Brenda Klein

Staff:

David Kleitsch, Economic Development Director
Mary Monroe, Tourism Manager
Christy Murray, Administrative Assistant

Committee Members absent:

Committee Member Sharad Shrestha
Committee Member Debby Mueller
Committee Member Georgia Borg-Leon

Guests:

Sarah Blayne, Lynnwood Convention Center
General Manager

30. Approval of Minutes

30.1 TAC Meeting Minutes of April 14, 2016

Committee Member Spain moved to approve the TAC minutes of April 14, 2016, Committee Member Dull seconded the motion. The motion passed unanimously.

30.2 Joint Board and Commission Meeting Minutes of May 25, 2016

Committee Member Spain moved to approve the minutes of April 14, 2016, Committee Member Dull seconded the motion. The motion passed unanimously.

40. Written Communications

None

50. Public Comments

None

60. Reports from Committee Members

Committee Member Spain reported on Snohomish County Executive Dave Somer's recent Economic Development Strategy and the realignment of County functions into sectors. The Tourism function will be part of the Parks and Recreation & Tourism sector led by Tom Teigen, Snohomish County Parks and Recreation Director.

A discussion ensued on lodging tax revenues to date in 2016. In Lynnwood and throughout Snohomish County, lodging tax revenues in 2016 are below 2015, but remain above 2014.

Chairperson Sessions asked for feedback on the Joint Board and Commission meeting on May 25, 2016 from Committee Members who were in attendance. Committee Members Dull, Spain and Klein attended the meeting and reported that the meeting was positive and they enjoyed the opportunity to engage with other committee members, learn about Sound Transit and multi-modal connectivity, possible changes to Lynnwood fire service, and the upcoming City budget process.

70. Resolutions and Action Items

70.1 Approval of City of Lynnwood Tourism Work Program & Budget: FY2017-2018

Tourism Manager Monroe presented the FY2017-18 Tourism Work Program and Budget. The budget and work program reflects the Committee's deliberations and direction, including the request to increase the Contingency Fund to \$50,000. Manager Monroe explained that the budget includes estimates for wages, employee benefits, telephone and internet charges, which were not available for previous budget presentations; and that the estimated budget amounts may fluctuate somewhat during the budget process.

Committee Member Dull moved to take action on recommending the Tourism Work Program and Budget to Lynnwood City Council for inclusion in the FY2017-2018 Citywide budget. Committee Member Klein seconded the motion. The motion passed unanimously.

80. Staff Reports

None

90. General Discussion

None

100. Adjournment

The meeting was adjourned at 8:25AM.

Next Meeting: The next LTAC/TAC meeting is scheduled for September 8, 2016.